

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-021 Issue Date: 02-02-16 Closing Date: 02-16-16

**Bookkeeper II
Central Accounting
Department of Finance
Hourly Wage: \$12.58 /Regular/Full-Time**

The Bookkeeper II is responsible for the receipting of daily cash deposits, and preparing the daily receipts for deposit and review. Employee is responsible for interpreting the needs of the customers at the front window and routing or handling their problems or issues to the right personnel in the office. Employee is responsible for batching; posting, notification, and filing of the check run on Monday, Wednesday and Friday. Incumbent is also responsible for relieving accounts payable and general ledger staff of routing administrative duties that include fielding telephone calls during peak hours, keypunching documents of an emergent nature such as burials, emergency assistance and other routine payables and journal entries.

Knowledge, Skills and Abilities:

- Knowledge of general office practices and procedures.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word and Excel.
- Ability to learn computer input and editing techniques with the mainframe computer.
- Ability to establish and maintain effective working relationships with subordinates, public and private officials and the general public.
- Ability to meet and deal with the public in a pleasant and courteous manner under stress.
- Ability to express ideas and convey information effectively, orally and in writing.
- Ability to multi-task and work quickly while completing the day's work assigned.
- Ability to maintain confidentiality.

General Recruiting Indicators:

- Minimum one year of college-level courses in bookkeeping and/or accounting. Two years of progressively responsible office work, bookkeeping experience or closely related work experience may substitute for education.
- Required to pass a pre-employment drug and alcohol test.